

SANTA BARBARA TRAILS COUNCIL TRAIL LEADER'S GUIDE

CONDUCTING A SUCCESSFUL VOLUNTEER TRAIL PROJECT

SANTA BARBARA COUNTY



TRAILS COUNCIL

IN COOPERATION WITH
LOS PADRES NATIONAL FOREST

2009

table of contents

PROJECT INFORMATION

- I. Overview — Project Flow Chart
- II. Voluntary Service Agreement
- III Job Hazard Analysis (JHA)
- IV. Safety Checklist
- V. Sign-Up Form
- VI. Follow Up Report

APPENDICES

- A. Identified Front Country Trails
- B. Heritage Compliance Protocol
- C. Level 1 Maintenance
- D. Contact Information
- E. Planning for Emergencies
- F. Incident Report Form

I. project flow chart

Use the following guide to plan out, conduct and review your volunteer trail project. Though it may seem complicated, after leading one or two projects you should find the process fairly simple to follow. Using the checklist below may help guide you along the way.

THINGS TO KNOW

SBTC supports front country trail projects through its Voluntary Service Agreement with the Santa Barbara District of Los Padres National Forest. This agreement allows us to conduct trail projects on specific front country trails. These include the Jesusita, Tunnel, Tunnel Connector, Rattlesnake, West Fork Cold Spring, Cold Spring, San Ysidro, McMenemy and Romero trails.

Under this agreement, we are allowed to conduct what the Forest Service terms “Level 1” maintenance on any of these trails under this agreement if:

- You have been certified as a qualified project leader and have signed a “Trail Leader Agreement” with SBTC.
- You notify Kerry Kellogg at least a week (preferably more) in advance and get approval.
- Fill out the needed paperwork as described below.
- Turn in a Project Report afterwards along with the paperwork.

Also note that the agreement and leader’s certification program only applies to these identified trails and does not apply either to County or City trails. Hopefully, over time, this will change.

BEFORE STARTING

- ☐ Identify a trail project you would like to lead.
- ☐ Check the SBTC calendar (<http://www.sbtrails.org/Calendar>) to see if it conflicts with other projects. If not, go for it.
- ☐ Call Kerry Kellogg to get approval for the project (967-3481/ext.231)
- ☐ Send a note to the SBTC so we can add the project to our calendar (sbtc@sbtrails.org). You can also find an easy-to-use form on the SBTC site to fill out on the SBTC website that we can use for the calendar or to notify people about the project.
- ☐ Let us know how we can help you with your project.
 - Do you need tools, helmets, gloves or other support?
 - Would you like us to send out a notice of the project to our volunteer list
 - Would you like a press release sent out to the media?
 - Can we help you add your event to the SB Independent calendar?
- ☐ Get the forms you’ll need together. If you don’t have them or would like to get the latest versions you can find them at <http://www.sbtrails.org/Volunteers/Leaders/>.

CONDUCTING PROJECTS OUTSIDE THE AGREEMENT

You may want to conduct a project on a trail that isn't a part of the Voluntary Service Agreement SBTC has with the Forest Service. This could be one of the trails on the back side of the Santa Ynez Mountains or further into the backcountry. To do this you will need to arrange a separate Voluntary Service Agreement with Kerry Kellogg. This will be discussed at greater length during the leader's training.

CONDUCTING THE PROJECT

- ☐ Voluntary Service Agreement with you just in case someone questions your right to conduct the trail project.
- ☐ Show up at least 15 minutes beforehand to do any prep work you need to do.
- ☐ Have the Volunteer Signup Form available and make sure ALL VOLUNTEERS SIGN IT. No exceptions.
- ☐ Informally, as the volunteers arrive, check gear and clothing to make sure each participant is appropriately dressed and ready to go (food, water, helmet, gloves, long sleeves and long pants, appropriate foot wear).
- ☐ If you need to carpool to the actual worksite, be sure each volunteer understands the project (and liability coverage) does not begin until you reach the worksite and ends once you leave the worksite. Typically, this would be the trailhead.
- ☐ Go over the **Job Hazard Analysis** and **Safety Checklist** with all volunteers. Each volunteer MUST sign the JHA to acknowledge that he or she has gone over it and understands what is required to make this a safe work environment.
- ☐ Describe what the goal(s) of the project, what your expectations are and if necessary, review brushing and tread techniques with the group or with individuals along the trail.
- ☐ A reminder — this agreement allows the volunteers to do Level 1. During the project, review the work in progress to make sure the volunteers are not exceeding what is allowed.

AFTER YOU FINISH

- ☐ Thank everyone and let them know how much you appreciate their efforts.
- ☐ Collect any tools, helmets, gloves or other gear that you brought with you. It is critical you go home with everything you came with if at all possible.
- ☐ Voluntary Service Agreement with you just in case someone questions your right to conduct the trail project.
- ☐ When you get home, staple the Sign Up Form and JHA together. You will need to get this paperwork to SBTC at some point.
- ☐ Fill out the Project Report form and bundle it with the other forms. You can also fill out the report form online at <http://www.sbtrails.org/Volunteers/Leaders/ProjectReport/>.
- ☐ That's it!!

II. SBTC Voluntary Service agreement

| AGREEMENT FOR SPONSORED VOLUNTARY SERVICES <i>(Act of May 18, 1972, P.L. 92-300, as amended)</i> | |
|--|--|
| 1. Name of Sponsor/Organization <i>(Print)</i> | Santa Barbara Trails Council |
| 2. Address <i>(Street, City, State, ZIP Code)</i> | P.O. Box 22352, Santa Barbara, CA 93121 |
| 3. We desire to make available the volunteer services of the following person(s) to assist with the Forest Service work. <i>(If more space is needed, use reverse)</i> Volunteers from the Santa Barbara Trails Council (SBTC) membership and others recruited from the community will perform trail maintenance work. The Santa Barbara Trails Council, under the direction of the Forest Service, will plan and conduct trail maintenance projects on the Santa Barbara Front. A cadre of qualified Trail Bosses will be trained and developed by the SBTC. Under this agreement only a qualified Trail Boss can lead a volunteer project. A list of qualified trail maintenance bosses will be provided to the Forest Service. The Trail Boss will be required to obtain signatures for each volunteer participant on every project. SBTC will collect and maintain the participant signatures for each project to be provide to the Forest Service as requested. | |
| 4. Description of work to be performed: During the period from March 15, 2009 to March 15, 2010 the Santa Barbara Trails Council will assist the Forest Service with Front County trail work that will include the following standard trail maintenance work: corridor clearing, tread improvement, water control techniques, slide and slough removal, building crib and rock walls, signing, and logging out when safe to do using volunteer skills. All on going trail maintenance projects will be agreed upon and layed out by primary SBTC trail bosses with concurrence with the Forest Service in advance of work. Trails to be worked during this agreement period are listed as follows: Romero, San Ysidro, McMenemy, Cold Springs, West Cold Springs, Rattlesnake, Tunnel, and Jesusita. This Agreement for Sponsored Voluntary Services only pertains to performing standard trail maintenance work on the above listed Forest Service System Trails as administered by the United States Forest Service. A detailed map is to be included with this document (see attachment National Forest Service System Trails). Health and Safety: Volunteer crew leaders (trail boss) will have received prior training and will be documented in writing by the SBTC. Work projects will have a completed Forest Service approved Job Hazard Analysis (JHA) in advance of work commencing. JHA's will be reviewed and Personal Protective Equipment (PPE) will be available and used by all volunteers. Safety briefings will be conducted before every new phase of work projects. All accidents and injuries will be reported to the Forest Service immediately or within the same day. Volunteer Status and Recording: Volunteers must print their names and mailing address legibly and sign a SBTC sign-in form to be covered under this Agreement. Volunteers are covered while working at the project site. Volunteer status will terminate at the end of the work day, and volunteers are expected to sign up for each project day. The SBTC will be responsible for the safe keeping of all sign-in sheets, as well as JHA documentation for injury reporting requirements, work accomplishment reports, and annual volunteer hours accrued reporting. The Forest Service will provide: Trail construction and maintenance standards (a copy of <u>The Trail Maintenance Protocol For Heritage Compliance</u> and <u>Standard Specifications for Construction of Trails EM-7720-102</u> is attached). Provide technical support, special project equipment, and/or work tools as available. The Forest Service will assist in Trail Boss trainings as needed. The Forest Service will be responsible for promptly processing of all injury claims and OWCP forms as required. | |

AGENDA ITEM 3 – ATTACHMENT 2

| | |
|--|---|
| 5. The above-described work will be contributed to the Forest Service. Except as provided below, the work performed by the participants will not confer on them or on our employees, or officers, the status of federal employees. | |
| 6. We will provide the Forest Service with a list of participants and man-hours contributed to accomplish the work in item 4 above. | |
| 7. We will obtain parental or guardian consent for each individual under 18 years of age and will comply with child labor laws. | |
| 8. | is hereby designated to serve as our liaison with the |
| Forest Service in day-to-day operations under this agreement. | |
| 9. We understand that either the Forest Service, or we, may cancel this agreement at any time by notifying the other party. | |
| 10. Remarks: <i>(If more space is needed, use reverse)</i> | |
| | |
| S L G | Date |
| | |

ACCEPTANCE FOR THE FOREST SERVICE

| | | | | | |
|---|----|-----|---------|----|--|
| The Forest Service agrees, while this agreement is in effect, to: | | | | | |
| 1. Provide such materials, equipment, and facilities as are available and needed in performing the work described above. | | | | | |
| 2. Provide necessary incidental expenses of sponsored participants to the extent such expenses cannot be borne by the sponsor, and to the extent Forest Service funds are available. The maximum Forest Service funding of such incidental expenses shall be set forth on the reverse of this form or in an accompanying plan for each fiscal year or portion of a fiscal year. | | | | | |
| 3. Consider the participants as federal employees for the purpose of tort claims and compensation for work injuries, to the extent not covered by the sponsor. | | | | | |
| 4. Authorize sponsored participants to operate federal motor vehicles when necessary, provided participants are licensed to operate a motor vehicle. | | | | | |
| 5. S | 6. | 7. | 8. Date | | |
| | | | | | |
| Forest Service reimbursement for sponsored participant's necessary incidental expenses are as follows: | | | | | |
| a. | | (d) | | re | |
| b. A | | (r) | | re | |
| c. | | re | | | |
| d. | | | | | |

TERMINATION OF AGREEMENT

| | |
|--------------|--|
| 1. T D | 2. Signature (<i>Forest Service Officer</i>) |
| | |
| | 3. Remarks: |
| | |

ACCOMPLISHMENT *

[illegible]

* Collection of Accomplishment information on this form is optional.

III. Job hazard analysis

| FS-6700-7 (11/99) | | | |
|--|--|---|---|
| U.S. Department of Agriculture Forest Service | 1. WORK PROJECT/ACTIVITY Trail Maintenance / Wilderness | 2. LOCATION Los Padres National Forest | 3. UNIT Santa Barbara District |
| JOB HAZARD ANALYSIS (JHA) References-FSH 6709.11 and -12 (Instructions on Reverse) | 4. NAME OF ANALYST Kerry Kellogg | 5. JOB TITLE Rec Assistant | 6. DATE PREPARED January 24, 2008 |
| 7. TASKS/PROCEDURES | 8. HAZARDS | 9. ABATEMENT ACTIONS Engineering Controls * Substitution * Administrative Controls * PPE | |
| Working in forested areas | Head injuries from falling branches | Wear hard hats. | |
| | Eye injuries from chips or branches | Leave plenty of room between crew members when working. Wear safety goggles if using axe, loppers or chopping tools. Wear proper gear if operating a chainsaw. (Refer to chainsaw JHA) (Chainsaw use only in non-wilderness areas). | |
| | Insect bites | Use insect repellent and wear clothing with long pants and sleeves. Check each others clothing, exposed areas and hair regularly for ticks especially during spring and summer months, although in this area, ticks are present year around. | |
| | Rattlesnakes | During warm/hot weather avoid moving large rocks or boulders. If one has to be moved, proceed with caution. Remember that rattlesnakes will coil under rocks and boulders as they seek shelter from the heat. When cutting brush, never stick your hand/arm in blindly. Prior to cutting, use a long handled tool to ascertain that snakes are not present. If you hear the rattle sound AVOID THAT AREA ALTOGETHER. If a bite occurs, seek medical help immediately. | |
| Walking on trails | Slips, trips, falls and blisters | Watch where you are walking. Be aware of boulders, branches, holes and other obstacles on the trail. If adverse weather is present, be alert of areas that might be wet and icy. Wear proper footwear including boots/shoes and socks. Leave plenty of room between crew members when walking. | |
| | Falls from unstable grounds | Keep crews out of steep country with unstable soils during hazardous conditions such as heavy rainfall or high winds. Be cautious on wet plant material and loose rocks/gravel on steep slopes. | |
| Working with tools | Bodily injuries | Use gloves, protective clothing and footwear. Make sure you are familiar with and know how to operate all tools you might use. If there is uncertainty as to the use of any tool, check with a supervisor/leader and learn proper operating techniques prior to using that tool. | |

| | | | |
|------------------------------|---------------------------------|---|---------------------|
| Lifting | Back injuries | Use proper lifting techniques. Bend knees when lifting. Lift with legs and not with back. Do not exceed your personal ability. Careful of slippery footing. | |
| Working in warm/hot weather | Heat exhaustion and dehydration | DRINK PLENTY OF WATER. Take periodic breaks in shaded areas. Pace yourself while working. | |
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| 10. LINE OFFICER SIGNATURE | | 11. TITLE | 12. DATE |
| Cindy Chojnacky | | Santa Barbara District Ranger | January 24, 2008 |
| Previous edition is obsolete | | (over) | |

AGENDA ITEM 3 – ATTACHMENT 2

| JHA Instructions (References-FSH 6709.11 and .12) | | Emergency Evacuation Instructions (Reference FSH 6709.11) | | | |
|---|--|--|--|------|--|
| <p>The JHA shall identify the location of the work project or activity, the name of employee(s) involved in the process, the date(s) of acknowledgment, and the name of the appropriate line officer approving the JHA. The line officer acknowledges that employees have read and understand the contents, have received the required training, and are qualified to perform the work project or activity.</p> <p>Blocks 1, 2, 3, 4, 5, and 6: Self-explanatory.</p> <p>Block 7: Identify all tasks and procedures associated with the work project or activity that have potential to cause injury or illness to personnel and damage to property or material. Include emergency evacuation procedures (EEP).</p> <p>Block 8: Identify all known or suspect hazards associated with each respective task/procedure listed in block 7. For example:</p> <ol style="list-style-type: none"> Research past accidents/incidents. Research the Health and Safety Code, FSH 6709.11 or other appropriate literature. Discuss the work project/activity with participants. Observe the work project/activity. A combination of the above. | | <p>Work supervisors and crew members are responsible for developing and discussing field emergency evacuation procedures (EEP) and alternatives in the event a person(s) becomes seriously ill or injured at the worksite.</p> <p>Be prepared to provide the following information:</p> <ol style="list-style-type: none"> Nature of the accident or injury (avoid using victim's name). Type of assistance needed, if any (ground, air, or water evacuation). Location of accident or injury, best access route into the worksite (road name/number), identifiable ground/air landmarks. Radio frequencies. Contact person. Local hazards to ground vehicles or aviation. Weather conditions (wind speed & direction, visibility, temperature). Topography. Number of individuals to be transported. Estimated weight of individuals for air/water evacuation. <p>The items listed above serve only as guidelines for the development of emergency evacuation procedures.</p> | | | |
| <p>Block 9: Identify appropriate actions to reduce or eliminate the hazards identified in block 8. Abatement measures listed below are in the order of the preferred abatement method:</p> | | <p>JHA and Emergency Evacuation Procedures Acknowledgment</p> <p>We, the undersigned work leader and crew members, acknowledge participation in the development of this JHA (as applicable) and accompanying emergency evacuation procedures. We have thoroughly discussed and understand the provisions of each of these documents:</p> | | | |
| <p>a. Engineering Controls (the most desirable method of abatement). For example, ergonomically designed tools and equipment.</p> | | SIGNATURE | | DATE | |
| | | | | | |
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| <p>Block 10: The JHA must be reviewed and approved by a line officer. Attach a copy of the JHA as justification for purchase orders when procuring PPE.</p> | | | | | |
| <p>Blocks 11 and 12: Self-explanatory.</p> | | | | | |
| | | | | | |

IV. Safety checklist

TRAIL LEADER RESPONSIBILITIES

Prior to the start of any construction or maintenance project, the Leader **MUST** conduct a Trailhead Safety Session that includes reviewing each item on the JHA.

Aside from ensuring each volunteer signs in and is part of a review of safety issues as described in the JHA, each leader is responsible for ensuring that all participants are able to safely perform trail duties assigned to them.

This session can also be used to ensure that all volunteers have enough water, are equipped with the proper clothing and footwear, and have signed all necessary documents. Those with specialized training like CPR, other first aid training or specific trail maintenance skills can also be identified.

SAFETY COMES FIRST

It is essential to consider safety when doing any kind of trail work. Sharp tools, unfamiliar ground, weather, fatigue and natural hazards can lead to injuries and must be considered. Sturdy boots and gloves are a must to protect hands and feet. Long pants and shirts are recommended. Eye protection and hard hats may also be required.

Crew leaders should know where the closest medical facility is located and who will go for help. When an accident happens in the field, time is critical and every second counts. Create an emergency plan before heading out on the trail. Make sure everyone knows who to notify if an emergency occurs. Every workday should start with a talk about tool safety and the emergency action plan.

Here's a list of points to cover in your pre-trail work safety talk:

1. Tools should be carried at your side – not on your shoulder.
2. Carry tools with the sharpest side facing down.
3. Carry only one tool in each hand. If only carrying one tool, hold it in your downhill hand.
4. While working, maintain at least a tool's length distance between yourself and other trail workers.
5. Tools rarely need to be swung above waist level. If a tool must be raised higher, nearby workers should be advised.
6. When walking past other trail workers who are using tools, announce yourself and make eye contact before passing.
7. Lay tools down on the uphill side of the path with handles pointing towards the trail.
8. Be aware of environmental hazards such as poison ivy, stinging insects, poisonous creatures, sunstroke, altitude, dehydration, hypothermia, etc.
9. Find out if any crew members have medical conditions and if they are carrying their medication. Heart conditions, bee sting allergies and asthma are common medical conditions to be aware of.

AGENDA ITEM 3 – ATTACHMENT 2

10. Make sure your crew is drinking, eating and resting adequately. This will help prevent accidents from happening.

Personal protective gear (PPE)

This list is designed as a general reference for staff and volunteers working on the Los Padres National Forest trails.

1. Hard Hat (bike helmets are acceptable)
2. Eye protection
- 3..Long-sleeved shirt
4. Gloves
5. Non-skid boots
6. Basic first aid kit
7. Lots of water
8. Insect repellent
9. Sunscreen lotion

| | | |
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| | | |
|--|--|--|

[illegible]

PROJECT REPORT

1. Project Leader _____ Date. _____

2. Project Location _____

3. Number of Volunteers _____

Length of Project _____ Hours

Total Number of Hours _____ Hours.

4. Description of work accomplished:

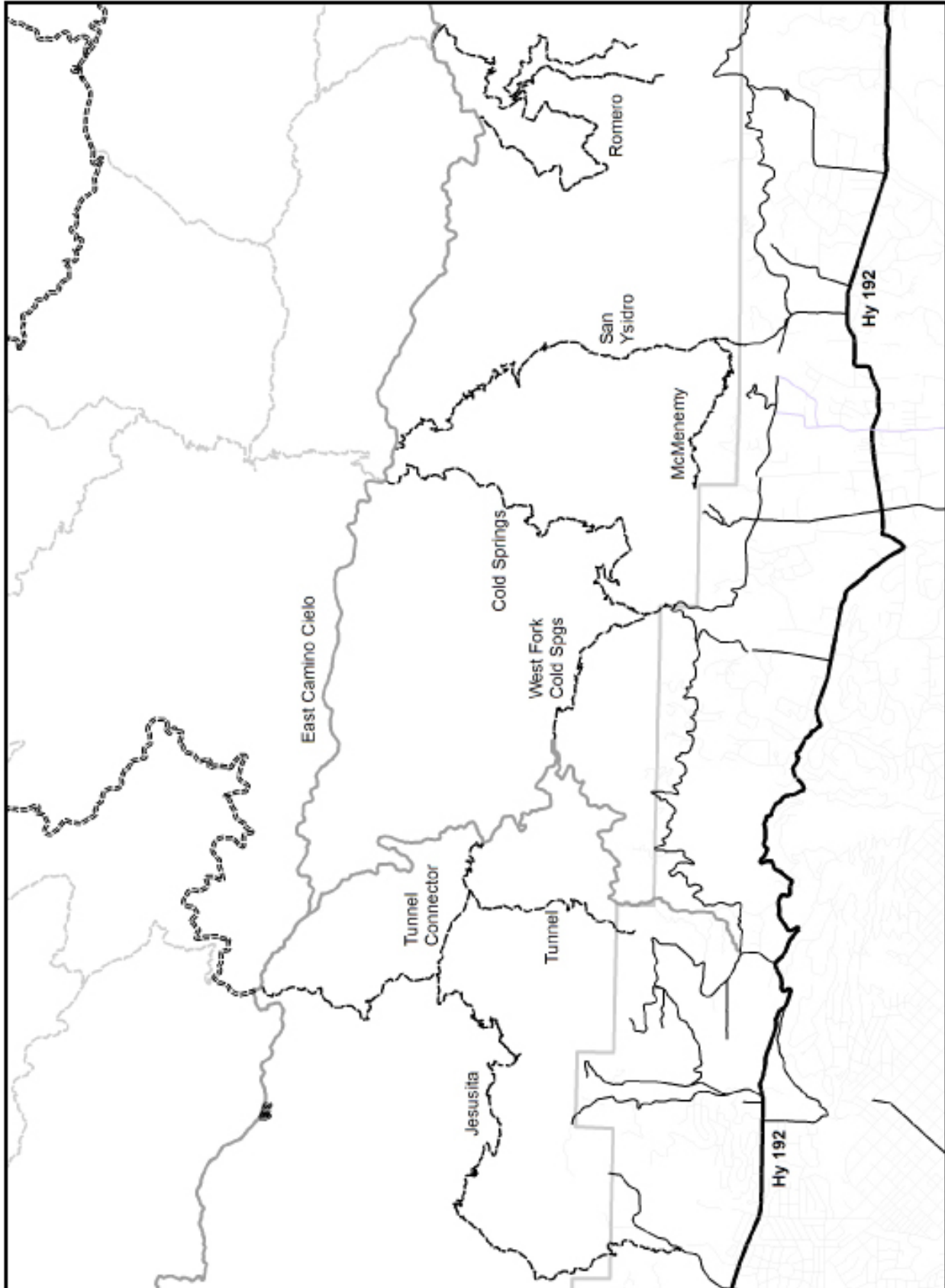
5. Observations / Comments:

6. Suggestions for future work projects in this area:

Please mail this form to the appropriate land manager along with a copy of the Sign-Up

Sheet(s) or fill out online.

Appendix A – IDENTIFIED FRONT TRAILS



IDENTIFIED FRONT COUNTRY TRAILS

Appendix B – heritage protocol

TRAILS MAINTENANCE PROTOCOL

For Heritage Compliance
Los Padres National Forest
March 2006

Introduction

Trails maintenance is considered a screened exemption under the Programmatic Agreement among the Forest Service, Pacific Southwest Region, California State Historic Preservation Officer, and Advisory Council on Historic Preservation (PA).

Screened exemptions are undertakings for which the Heritage Program Manager (HRM) has the responsibility to determine whether the undertaking is considered exempt from all heritage review. The PA states "If the HRM determines that an undertaking has an effect, will continue an on-going effect, or may affect historic properties, the undertaking shall not be considered exempt...". The Los Padres has a high archaeological site density (over 2750 recorded sites and less than 8% of the forest surveyed) and many of the roads and trails are located along prehistoric trails or roadways, and consequently along and through archaeological sites. This constitutes an effect under the law, and therefore roads and trails on this forest are not considered exempt from heritage review.

However, there are certain kinds of maintenance activities that can be conducted with a facilitated heritage review. In fact, once the forest has the archaeological surveys of all roads and trails completed and therefore appropriate information about potentially affected heritage resources, all maintenance activities that do not directly affect a site can have a facilitated review. Reporting requirements for participation in the PA and for the Department of Interior require that the heritage department track and report on maintenance activities because of their potential to have an effect.

Trail Maintenance Activities

All requests for heritage review are initiated by an attachment A in which the specific activities for maintenance are described and for which the project location is delineated on a 7.5' topographic quadrangle, and specific work locations if applicable.

1. Light Trail Maintenance – defined as no disturbance to the original ground surface
 - Consists of activities such as slide and slough removal, clearing and grubbing, brushing and logging out, and clearing of water bars. These work items occur within the established trail way as defined in the trail guide (Clearing Limits found in Section 911.08 in EM-7720-102).
 - Can be performed along all sections of trails as long as the undertaking does not result in any new ground disturbance outside the established trail way.
 - Slough, berm and slide material removed from the trail way can be used as fill for gully and rill repair in the trail bed.
 - Archaeologists will submit a map to recreation identifying areas to be avoided on the trail if any are needed.
2. Tread Maintenance – defined as the reestablishment of the trail way as described in (Earthwork, Section 910 and 911.08 in EM-77-102)
 - Can only be carried out in areas that have been surveyed and where no documented cultural resources are present.
 - Work to consist of ground disturbing activities, such as the construction and repair of new water bars and trail bed repair (referred to as Excavation and Embankment Section 912 in EM-7720-102). This work might include repair to switchbacks, shallow creek fords, rock retaining walls, filling gullies and rills in the trail bed with minimal barrow from the trail way. Embankment work may consist of extending the trail way into the in slope where necessary to achieve a full bench trail bed.

AGENDA ITEM 3 – ATTACHMENT 2

- Trail crews shall limit moderate ground disturbing activity to the area defined as the trail way and within the agreed upon in Clearing Limits. Trail reroutes would not be permitted under this category.
 - The boundaries of all cultural resources along the trail where the trail crew is working should be flagged, buffered, and avoided. Work crews would be provided with GPS data and/or topographic maps with flag and avoid site locations.
3. Trail Reconstruction – defined as reconstructing the trail way (as described in Section 915, EM-7720-102).
- Consists of cutting a new trail bed or operating outside the trail way or agreed upon Clearing Limits. This work might include repairing deep gullies and ruts in the trail bed that require borrow and fill from outside the trail way in large quantities, the construction of sections of new trail necessary to reroute the trail where damage has eliminated the original trail way. Additional work might include repairing stream and river fords where the high water mark has removed the original trail way, and the construction of new water control measures (waterbars and rolling dips).
 - The section of trail that is being subjected to reconstruction needs to be recently surveyed by an archaeologist, cleared, and in some cases monitored by an archaeologist.

Trail Work in Culturally Sensitive Areas

Trail work that requires ground disturbance within a cultural context will not be covered under the PA and will be required to go through SHPO consultation. This does not necessarily mean that significantly more information will need to be collected, or that a site will need to undergo an evaluation, but that the law requires that we disclose effects and consult with SHPO on the nature of the effects. We will work to avoid or minimize adverse effects, but sometime they cannot be avoided. SHPO has 30 days from the date they receive a report to make comment to the agency. Lack of a reply is interpreted as concurrence.

Failure to consult with SHPO when there is an effect on a site is considered a foreclosure (foreclosing on SHPO's ability to comment, or make changes that will prevent adverse effects), and is comparable to a "taking" in the biological world. Foreclosures generally mean more work (and black marks, or lack of trust) with SHPO than what it takes to address the issue prior to the work.

Having an effect on a site where the site was not observable prior to the work (as in a buried site) is called an inadvertent effect. This needs to be reported to SHPO through the Heritage staff immediately upon discovery. Consultation then begins between the agency and SHPO to agree on a mutually acceptable course of action regarding the site. This consultation is limited to 10 days. The agency is then required to submit a report describing the undertaking and the circumstances surrounding the effects.

Tribal Consultation

Tribal consultation is required. The intent is to protect not only the sites themselves, but other cultural values such as resource collection areas or other areas of importance about which our Native American constituency will inform us, generally through the Tribal Liaison. It is therefore imperative that requests for heritage work be made sufficiently in advance that a determination can be made regarding the presence of archaeological sites as well as other cultural values to be protected.

Consultation has been conducted with the Tribe on the issue of trail maintenance. They want to be informed at least twice a year on which trails are planned for maintenance and on which trails the work has been accomplished, in addition to protection measures and findings.

Appendix C – level 1 trail maintenance

As a Trail Leader certified by the Forest Service for conducting volunteer projects on the seven identified front country trails, please observe the *TRAILS MAINTENANCE PROTOCOL For Heritage Compliance* as described in Appendix A above., including:

- Consists of activities such as slide and slough removal, clearing and grubbing, brushing and logging out, and clearing of water bars.
- These work items occur within the established trail way as defined in the trail guide (See "Clearing Limits" 911-1 below).
- Can be performed along all sections of trails as long as the undertaking does not result in any new ground disturbance outside the established trail way. (See "Typical Trail Cross Sections" 912-1 below).
- Slough, berm and slide material removed from the trail way can be used as fill for gully and rill repair in the trail bed (See "Existing Trail Restoration 915-1" below).

(Add more after discussion at Leader's Workshop)

CLEARING LIMITS

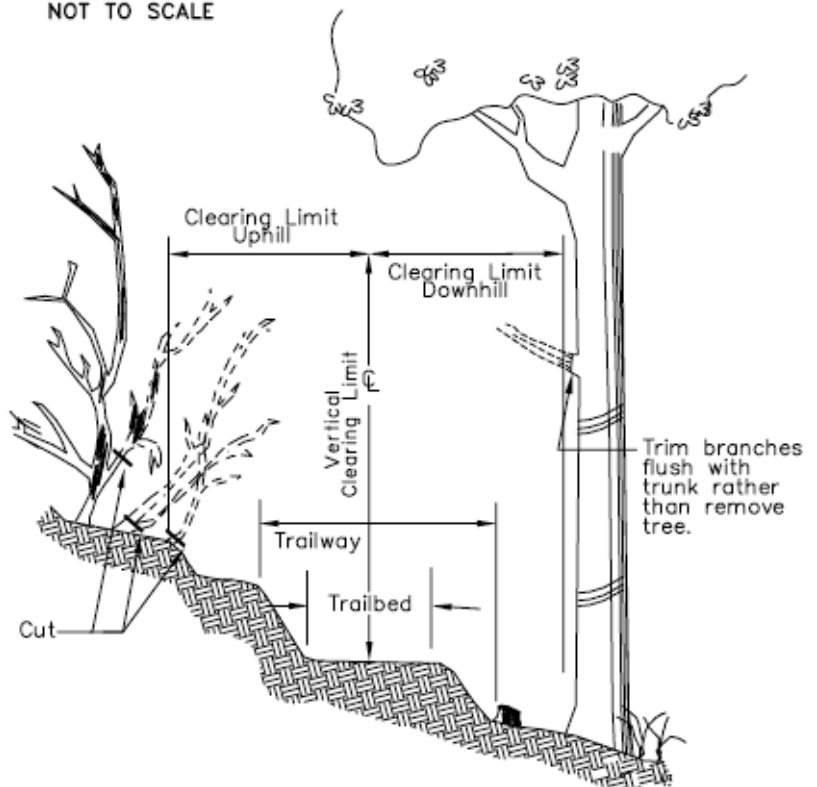
NOT TO SCALE

Clearing Limits (mm)

| Location | Uphill | Downhill | Height |
|----------|--------|----------|--------|
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Do not remove trees over ____ mm diameter if they are over ____ m from the centerline (both sides).

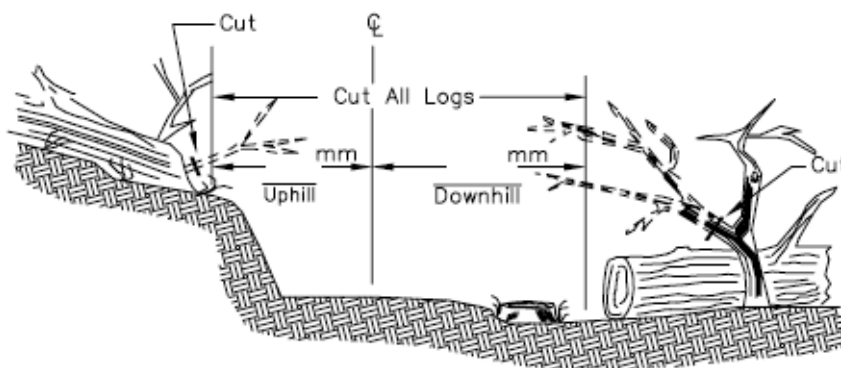
Remove all trees ____ mm or less in diameter if they are within ____ m of centerline (both sides).



Stump Height Requirements* (mm)

| Stump Position | Side Slope | Uphill | Downhill |
|--|--------------------------------|--------|----------|
| Stumps between the trailway and clearing limits. | Side slope less than or=to 10% | | |
| | Side slope over 10% | | |
| Stumps outside the clearing limits | Side slope less than or=to 10% | | |
| | Side slope over 10% | | |

*All heights measured on uphill side of stumps.



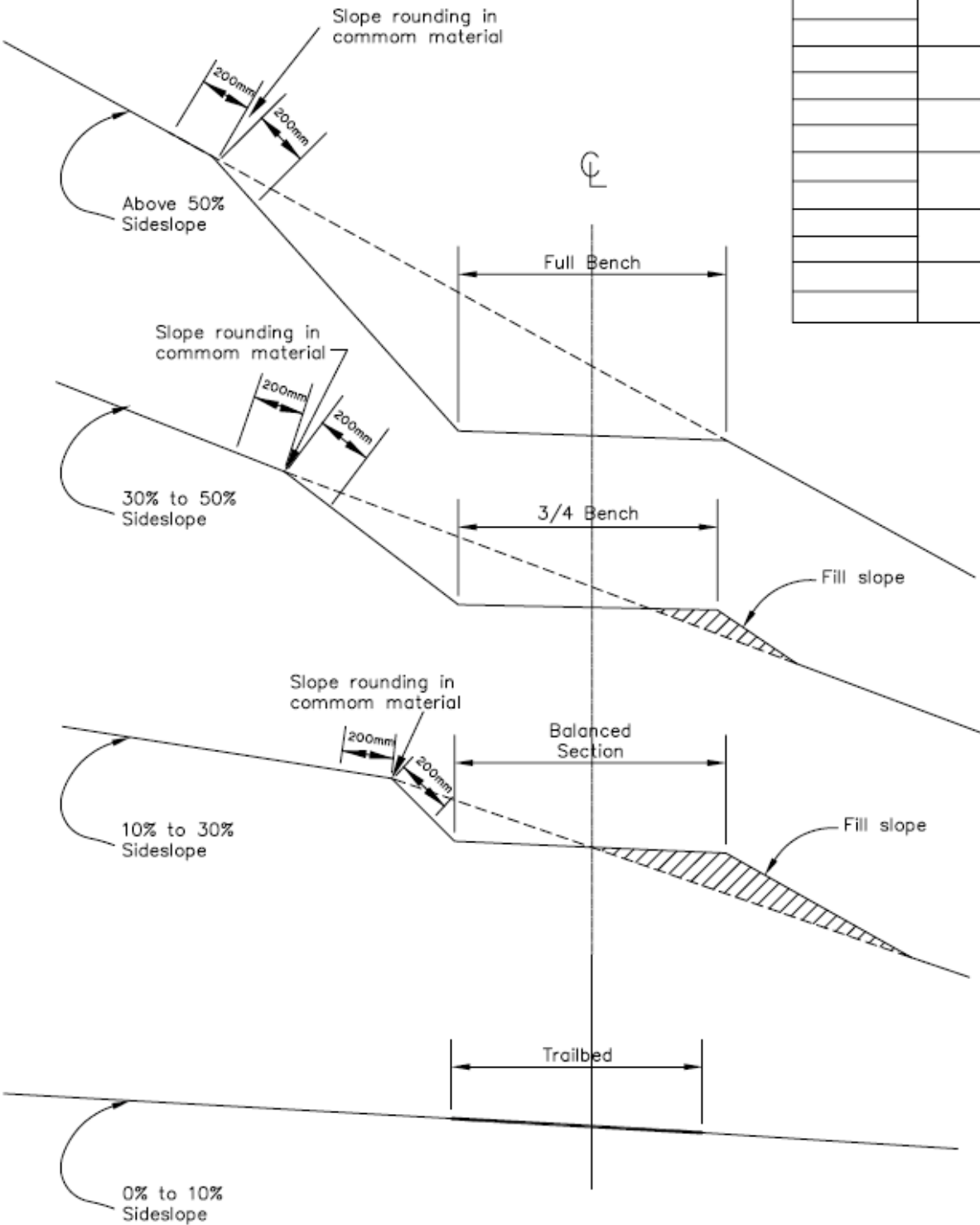
TYPICAL TRAIL CROSS SECTIONS

NOT TO SCALE

Amount of bench varies with % of sideslope. Outslope trailbed 6–10%.

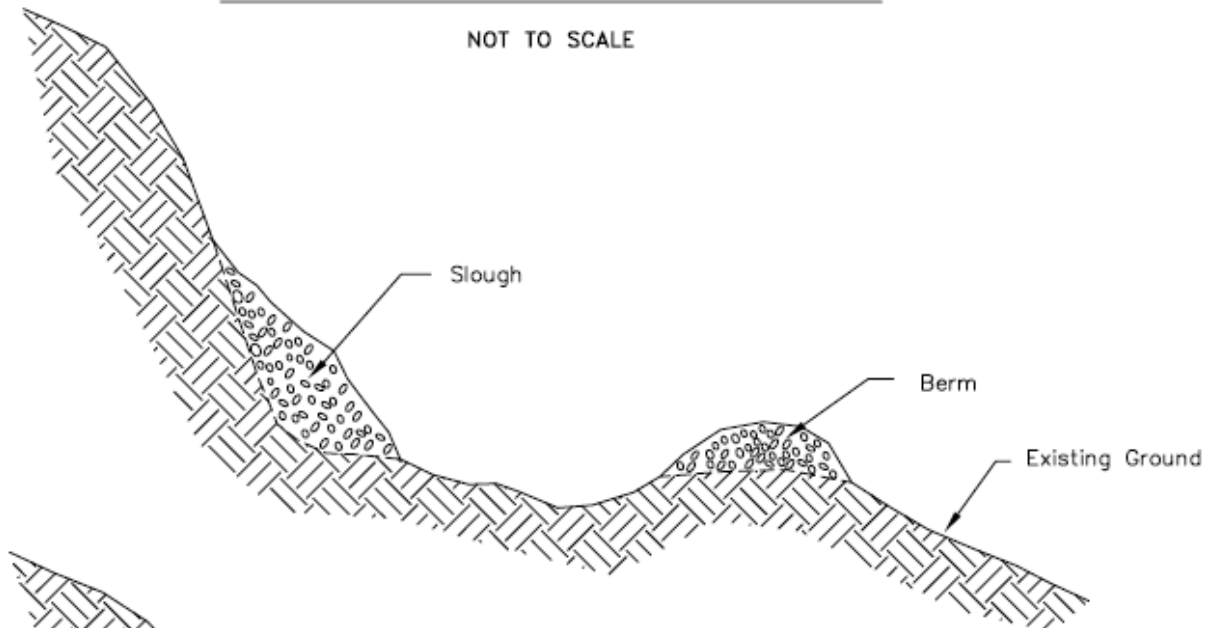
Trailbed Width

| Location | Trailbed Width (mm) |
|----------|---------------------|
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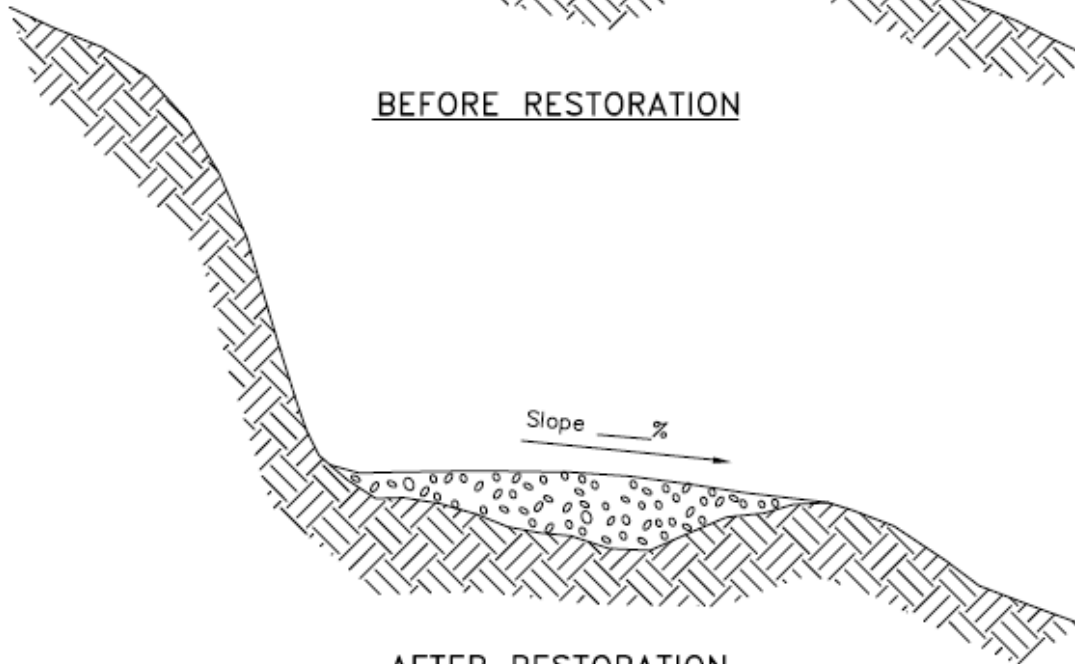


EXISTING TRAIL RESTORATION

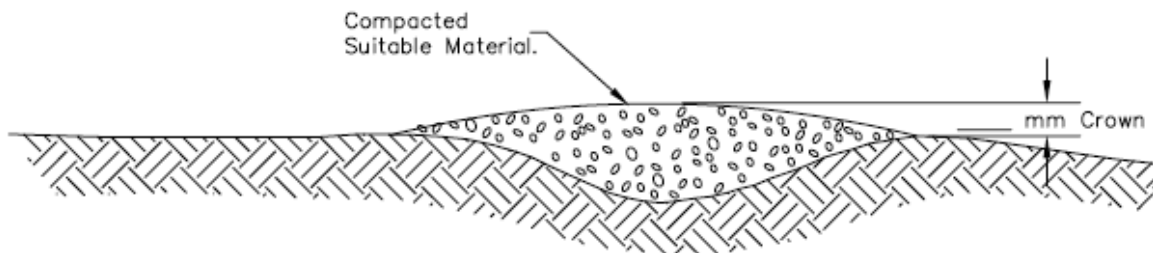
NOT TO SCALE



BEFORE RESTORATION



AFTER RESTORATION



FLAT SLOPES

Appendix D – contact information

EMERGENCIES

Call 911

SANTA BARBARA RANGER DISTRICT

Kerry Kellogg

kkellogg@fs.fed.us

Santa Barbara Ranger District

3505 Paradise Road

Santa Barbara, CA 93105

Telephone: (805) 967-3481 Ext. 231

Fax: (805) 967-7312

SANTA BARBARA TRAILS COUNCIL

Ray Ford, Trails Coordinator

(805) 886-5776

ray@sbtrails.org

Otis Calef, President

(805) 963-2779

otis33@cox.net

Appendix E – planning for emergencies

Should there be an accident or emergency while you are conducting your volunteer project, it is important you do the following:

1. Make sure you fill out the **Incident Report Form** completely regardless of the severity of the injury or type of accident. We need to learn what we can so we can prevent similar incidents on future projects.
2. If the incident requires an emergency response, take a few moments to assess the severity of the accident, your exact location, and what you need to have done. If a GPS is available, note your coordinates.
3. Call 911. Cell phone calls are usually routed through Ventura and the person on duty may not know our area at all. Be sure the person understands how they can locate your position.
4. Optionally, call the Watch Commander at the Sheriff's Department if you feel Search and Rescue may be needed.
5. Contact Kerry Kellogg at the SB Ranger District to advise him of the incident and either fax or mail him the Incident Report.

Appendix F – INCIDENT REPORT

Use this form to report any injury or accident that occurred during the project or for any incident you may observe involving others who were not members of your work party.

Please be as accurate as possible as we will use this information to help insure future projects are carried out as safely as possible.

1. Reporting Party _____ Telephone _____

2. Date _____

3. Location of incident:

4. Brief description of the injury, accident or incident:

5. Name of Victim:

Address :

Telephone:

6. Name(s) of

Witness or

Witnesses:

7) Disposition: